

STATE OF TEXAS §
COUNTIES OF ARANSAS §
SAN PATRICIO AND NUECES §
CITY OF ARANSAS PASS §

On this the 21st day of November, 2013 the Aransas Pass Municipal Development District (APMDD) convened in a Regular Meeting being open to the Public at the meeting place thereof in the Aransas Pass City Hall and notice of said meeting giving the time, place, date and subject hereof having been posted and prescribed by Chapter 551 of the Texas Government Code with the following attendance to wit constituting a quorum.

PRESENT:

HOPE COMINGORE	President
KAREN GAYLE	Vice President
VICKIE ABREGO	Secretary
TERRY STANSBERRY	Director
EDELMIRO GARCIA	Director
ELIZABETH DORRIS	Director
JAMES COVINGTON	Director

ABSENT: STEPHEN WALLS, BYRON MCLAUGHLIN

CITY STAFF PRESENT:	Amanda Torres	Administrative Assistant
	Sylvia Carrillo	City Manager
	Donna Cox	Finance Director
	Sarah Lee	Civic Center Manager

OTHERS PRESENT:

(There may have been others present who did not sign in.)

ITEM 1.

CALL MEETING TO ORDER.

President Comingore called the meeting to order at 6:30 P.M. She stated there was a quorum present.

ITEM 2.

CONSIDER AND ACT ON APPROVAL OF THE SEPTEMBER 19, 2013 MINUTES.

Director Covington made a motion to approve the September 19, 2013 minutes. Director Garcia seconded the motion and the motion carried unanimously.

ITEM 3.

CONSIDER AND ACT ON ELECTING NEW OFFICERS FOR THE BOARD.

The board discussed electing new officers. Director Covington made a motion to re-appoint Hope Comingore as President. Vice President Gayle seconded the motion and the motion carried unanimously.

Director Stansberry made a motion to re-appoint Karen Gayle as Vice-President. Director Garcia seconded the motion and the motion carried unanimously.

Director Dorris made a motion to re-appoint Stephen Walls as treasurer and Director Covington seconded the motion. Secretary Abrego made a motion to appoint Terry Stansberry as treasurer and Director Garcia seconded the motion. Director Stansberry received five votes and Director Walls received one, making Terry Stansberry treasurer of the board.

ITEM 4.

CONSIDER AND ACT ON TEXPOOL AUTHORIZED REPRESENTATIVES.

Finance Director Cox explained that there were only two authorized signers on the MDD's TexPool account: Terry Stansberry and former finance director Sandy Roddel. Two authorized representatives are needed to complete official transactions; therefore more authorized representatives are needed.

It was proposed that Finance Director Cox be the primary representative on the account to review statements and three other representatives are appointed.

Vice President Gayle made a motion to authorize Terry Stansberry, Hope Comingore, Donna Cox and Sylvia Carrillo as authorized representatives on the MDD TexPool account. Treasurer Stansberry seconded the motion, and the motion carried unanimously.

President Comingore asked if checks being sent to the TexPool account would require signatures from two of the authorized representative. Finance Director Cox clarified that two representatives are needed to change anything on the account, such as an address change.

City Manager Carrillo asked the board if they had ever seen any of their accounts. She also stated that the City was bonded so if there was concern over misuse of funds, the bond could be pulled. Various board members asked which, if any, of the board members were bonded. Treasurer Stansberry stated that he was bonded but President Comingore was not sure whether she was bonded. City Manager Carrillo stated that she would check their files and that bonding was something that the City took care of.

Vice President Gayle asked if this would affect the way checks were signed. City staff stated they would review who was on the bank signature card and return next month if any one needed to be added or removed.

City Manager Carrillo also updated the board on the former finance director's removal and replacement with Finance Director Cox. She also stated that financial statements would be presented differently from now on.

ITEM 5.

REVIEW AND DISCUSS CURRENT FINANCIAL STATEMENTS.

Finance Director Cox explained that the first two items in the packet were the financial statements from September and October and the second two were the income statements from the Civic Center. Finance Director Cox explained that the first statements were similar to the fund balance sheets that the former finance director had provided. It showed the board's accounts in Prosperity Bank, TexPool and a very large Accounts Payable account due to the City. This was the amount authorized by the board to cover the Civic Center debt, which was \$221,686.94.

Finance Director Cox commented that the amount of sales tax received at the end of the year was in line with what was budgeted. The Year-to-Date Actual amount for the Special Purpose Tax was \$793,975.84,

which was around \$19,000 more than what was expected. The board finished the year around \$23,000 above what was expected overall. Finance Director Cox explained that there was one remaining invoice for staff expense and that payment on that would finish out the year.

Director Stansberry commented that he thought staff expense was invoiced quarterly. City Manager Carrillo responded that the MDD's primary responsibility was to bonds but told the board that they could look at making bi-annual payments for the payment due to the general fund. President Comingore explained that the money due to the general fund was paid in a single payment after the audit was complete.

City Manager Carrillo explained that the City would probably use Ernest Garza as its auditor next year. Mr. Garza has worked with troubled municipalities such as Taft and Mathis. The board noted that they would include an item on the December agenda to select an auditor for the MDD. Vice President Gayle commented that the board had been advised in the past to keep the same auditor as the City.

Finance Director Cox commented that revenue was exceptionally high in October, resulting in \$97,288.23 received in the Special Purpose Tax account. She stated that the state did an audit and found extra money. Also, no interest income was listed on the financial statement because the TexPool statement had just come in that afternoon. In addition, there were no October expenses.

Next, the board reviewed the year-end financial statement for the Civic Center. Finance Director Cox noted that the anticipated transfer of \$221,374.19 was included as Non-Operating Revenue. However, the Civic Center has not actually received the money yet. It is placed on the balance sheet as a receivable of anticipated income. The Civic Center anticipated generating \$96,000 worth of income that month but earned \$119,000. In addition, expenses were close to what was anticipated for the month. Budgeted expenses were \$183,910.26 but year to date actual was \$162,904.06.

In October, revenues were \$6,275.28.

ITEM 6.

CONSIDER AND ACT ON APPROVAL OF INVOICES FOR PAYMENT.

Director Stansberry made a motion to pay for fourth quarter staff expenses totaling \$312.75. Director Garcia seconded the motion and the motion carried unanimously.

ITEM 7.

UPDATE ON CIVIC CENTER ACTIVITIES.

Civic Center Manager Sarah Lee explained that booking was a bit slow in December but January was expected to be busy. Year-end maintenance was also completed on the Civic Center, including painting the building and repairing the fence. Curtains were also replaced. Ms. Lee stated that requested maintenance was 65-70% complete.

In addition, Ms. Lee stated the Civic Center received a 97% on its kitchen inspection. She commented that many people visiting the Center have complimented the recent updates and repairs to it. Secretary Abrego commented that she had noticed that the locks in the bathroom stalls did not seem to work properly. Ms. Lee stated she would have the locks looked at.

President Comingore asked about the inventory list and what city staff had found about a Point of Sale inventory system. City Manager Carrillo responded that Incode had an inventory tracker component. Ms. Lee also responded that there was an inventory list available but it was not current. In addition, the inventory list only accounted for Venuworks items. Vice President Gayle commented that the board was interested in big items, and President Comingore commented that she would like to know if anything disappeared in transit.

ITEM 8.

CITIZENS COMMENTS.

Director Covington raised concern over money of up to \$4 million that was taken by the City Council and invested. He stated that the board did not have a say in whether the money was taken or not. It was to be invested at an interest rate of 1.5%. City staff responded that they would look through financials to investigate. President Comingore stated that the board needed to find out where the money is and if it was properly utilized.

Director Dorris asked how the Christmas by the Bay event turned out at the Civic Center. Ms. Lee responded that there was a good turnout and that the vendor planned to return in January and February.

Vice President Gayle commented that she had seen events advertised on the Civic Center sign that had passed. Ms. Lee responded that they tried to remove past events on Monday. Secretary Abrego asked if there was an automatic expiration they could set up. City staff would look into it.

ITEM 9.

ADJOURNMENT OF MEETING.

Director Covington made a motion to adjourn the meeting. Secretary Abrego seconded the motion and the motion carried unanimously.

President Comingore adjourned Meeting at 7:29 PM.

Hope Comingore, President

ATTEST:

Vickie Abrego, Secretary